

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held virtually on Thursday, March 11, 2021.

Present: Supervisor Tom Lund, Chair; Michael Conley-Kuhagen; Supervisor Lindsay Dorff; Kathryn Dykes; Craig Huxford; Laura McCoy, Vice Chair

Excused: Supervisor Randy Schultz

Also Present: Erik Pritzl; Executive Director
Samantha Behling; Hospital & Nursing Home Administrator
Jenny Hoffman; Community Services Administrator
Eric Johnson; Finance Manager
Cathy Foss; Office Manager
Joan Brusky; County Board Supervisor

1. **Call Meeting to Order**
The meeting was called to order by Supervisor Tom Lund at 6:00 pm.
2. **Approve / Modify Agenda**
HUXFORD / CONLEY-KUHAGEN moved to approve the March 11, 2021 agenda.
The motion passed without a negative vote.
3. **Approve Minutes of January 14, 2021 Human Services Board Meeting**
DORFF / DYKES moved to approve the minutes dated January 14, 2021. The motion passed without a negative vote.
4. **Public Comment**
No members of the public attended virtually.
5. **Executive Director's Report**
Executive Director Erik Pritzl highlighted some of the general updates from his written report.

General Updates

- Health & Human Services buildings are publicly accessible, with service arrangements primarily by appointment and some lobby service available in Economic Support. The week of March 8 began a partial return of Supervisors and Managers for part of their workweeks.
- During the March Community Services Supervisors Meeting, a lengthy discussion occurred on the topic of telework and included practice scenarios to address supervision challenges of teleworking employees (e.g., technology issues, appearance policy, etc.).
- Our second Mental Health Clinician that works with Law Enforcement Agencies started this week. The Clinician has already been out in the field with Green Bay Police Department shadowing our other Clinician and will be also working with Ashwaubenon Public Safety and Brown County Sheriff's Office.
- There has been an increased demand for Economic Support Services across the five-county Bay Lake Consortium. Brown County's Economic Support caseload saw a 12% increase during 2020. Our staff has been able to keep up with the demand, however there is concern when the program rules return to normal operations, a backlog of activity will need to be addressed.

Emergency Rental Assistance Program

Brown County applied for, and received, \$7.9M in federal emergency rental assistance (ERA) dollars from the Federal Consolidated Appropriations Act, 2021. ERA payments are made directly to States, US Territories, and local governments with more than 200,000 residents. The ERA covers rental arrearages and/or rental assistance, utilities including electricity, gas, water, sewer, trash removal, and fuel oil. Internet for the purpose of distance learning, telework and telemedicine is also covered. The application screening tool can be found at www.Newcap.org.

Community Development Block Grant–Coronavirus

Through the Wisconsin Department of Administration (DOA): Division of Energy, Housing and Community Resources (DEHCR), Brown County submitted an intent to apply for a block grant in November 2020 and received approval to submit a final application in February 2021. We should know by the end of March 2021 whether we have been chosen to receive the block grant. This block grant could be used for supporting shelter operations, temporary housing, eviction response, renter assistance and food insecurity. This approximately \$3M grant is intended to address urgent need related to the COVID-19 pandemic focusing on those below county median income and would run through December 31, 2022.

Governor Evers' Proposed 2021-2023 Budget

The Wisconsin Counties Association provides a summary of Governor Evers' proposed budget. Many proposals within the budget relate to services Health & Human Services provides. One item is the establishment of regional crisis centers; what we are doing at CTC would fit perfectly, but we are unsure if work-in-process would be included. Increases to rates paid to nursing homes; increases in rates paid for Foster Care and Kinship Care; eliminating Type 1 facilities with expansion of SRCCYs; and expanding training for Child Welfare and Youth Justice staff are among some of the other items of note.

Human Services Day at the Capitol

Every two years (coincides with the budget), Wisconsin Counties Association hosts a Human Services Day at the Capitol. This year, it is virtual on April 13 and Human Services Board and Committee members are welcome to attend. There are a few scheduled events in the morning, and the afternoon is left open to meet with members of the Legislature.

DORFF / CONLEY-KUHAGEN moved to receive and place on file the Executive Director's report for March 2021. The motion passed without a negative vote.

6. CTC Administrator Report including NPC Monthly Report

Samantha Behling, Hospital & Nursing Home Administrator, highlighted items from her February report.

- a. January
- b. February

COVID-19

We are offering COVID-19 vaccines to our whole campus including employees and long-term residents. We have worked with Walgreens pharmacy and are looking at how to continue as we onboard new employees and residents.

We reinitiated conversations with the Bureau of Assisted Living (DHS) and Public Health regarding Bay Haven, our Community Based Residential Facility (CBRF). The current recommendations are written more for the typical resident of an assisted living facility – older, long-term resident, etc. The infection control limitations have limited our mental health activities for those housed in a CBRF. Requests were made for consideration of modified procedures for crisis stabilization facilities and the conversations with DHS and Public Health were productive and resulted in a change to Bay Haven's admission procedures.

There was a revision to the Nursing Home visitation recommendations last night (March 10). We will put time and energy into the new recommendations and how we can put them into play as soon as possible; we need to balance infection control, policies, and procedures with outside individuals entering the facility.

Nicolet Psychiatric Center (NPC)

Quality metrics have been added to monitor reasons for NPC referrals to Winnebago Mental Health Institute. We are implementing a modified admission screening tool to gather more information on emergency department medical clearance utilization and corresponding patient conditions. We plan to incorporate quality improvement programs to monitor success of onsite medical screening procedures following completion of the new Crisis Center addition.

Regulatory Concerns

Bayshore Village is within their annual re-certification survey window for participation with the Centers for Medicare and Medicaid (CMS).

Hospital Grievances

No grievances were filed.

Basic Medical Screening Procedures, Crisis Center Addition

Basic medical screening guidelines have been drafted over the last few months by looking at what other states and associates are doing; we are close to having a final plan with a process flow diagram.

Other

Bayshore Village is focusing on ways to improve Case Mix Index (CMI); this impacts the reimbursement rate for Nursing Homes. We need to code and capture patient acuity which increases our revenue, so we hired a consultant to look at it and see if there are opportunities to improve revenue.

HUXFORD / McCOY moved to receive and place on file the CTC Administrator Report for January and February 2021. Motion carried without a negative vote.

7. **Re-appointment of Dr. John Warren, Medical Director; Dr. Egbert Tan, Psychiatrist; and appointment of APNP Tiffany Dahlke to CTC Medical Staff**

DORFF / McCOY approved to re-appoint Dr. John Warren and Dr. Egbert Tan and appoint Tiffany Dahlke to the CTC Medical Staff. The motion passed without a negative vote.

8. **CTC Performance Improvement Project Charters**

a. *Discharge Communications*

This Performance Improvement Project's goal is to improve the quality of communication with inpatient psychiatric clients' community providers (i.e., primary care physicians, outpatient psychiatrists) to improve the continuity of care for the client.

b. *Information Blocking Compliance*

This Performance Improvement Project came about because healthcare providers and facilities must be in compliance by April 5, 2021 with the Cures Act Final Rule for Information Blocking. This means we cannot interfere with, prevent, or materially discourage the access, exchange or use of electronic health information, except as required by law or covered by exception. Our goal is to be in 100% compliance by April 5.

Supervisor Joan Brusky asked about the goals of the Discharge Communications project, and what the 80% meant. Behling explained that we want to consistently communicate information to providers – with client approval – 80% of the time. Behling appreciated Brusky's input and would take the suggestion for clarification back to the team members.

DORFF / CONLEY-KUHAGEN moved to approve the CTC Performance Improvement Project Charters. The motion passed without a negative vote.

9. Financial Report for Community Treatment Center and Community Services

Finance Manager Eric Johnson highlighted items from his March 2021 report.

- a. February
- b. March

The narrative report for March is not an official report as it is based on preliminary January 2021 financial statements; we normally close January's books with February.

Community Treatment Center

Census was low in all areas of the operation which impacted our revenue, causing an overall unfavorable budget variance of \$93,184 for January. The census is up for February so revenue should pick up.

Community Services

January revenues and expenses were right at the benchmark of 8.3%, as we tend to be more conservative with estimates early in the year. Expenses are somewhat higher than revenues resulting in an overall unfavorable budget variance of \$31,698 for January due primarily to Purchased Services expenses.

HUXFORD / DYKES moved to receive and place on file the February and March 2021 Financial Reports for Community Treatment Center and Community Services. Motion carried without a negative vote.

10. Statistical Reports a, b, & c

- a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center/Bayshore Village
 - i. January
 - ii. February
- b. Child Protective Services – Child Abuse/Neglect Report
 - i. January
 - ii. February
- c. Monthly Contract Update
 - i. February
 - ii. March

DORFF / CONLEY-KUHAGEN moved to receive and place on file the Statistical Reports 10a through 10c. Motion carried without a negative vote.

11. Request for New Non-Contracted Provider & New Provider Contract

- a. February
- b. March

HUXFORD / DORFF moved to receive and place on file the Request for New Non-Contracted Provider & New Provider Contract Reports for February and March 2021. Motion carried without a negative vote.

12. Other Communications

Pritzl mentioned the United Way had their annual recognition presentation this week. Citizen Board Member, Michael Conley-Kuhagen was recognized as a Rising Star. Brown County Health & Human Services, in coordination with Brown County Emergency Management and DePere and Oneida's Public Health departments, was recognized with the Community Impact Aware for the COVID-19 response within Brown County.

Supervisor Lund asked Pritzl to provide a report back to the Human Services Board in three months on the new Mental Health Clinician working with Green Bay, Ashwaubenon, and Brown County Sheriff. He would like to know what is going well and what is not from the viewpoint of law enforcement as well as the clinician.

Pritzl said this position was discussed at length at the Public Safety Committee. Our staff will continue working closely with Brown County Sheriff Captain Dan Sandberg; Ashwaubenon Public Safety's Lieutenant Terry Rottier, and other law enforcement agencies to talk about how the clinician can be a part of the process.

Lund mentioned it will be interesting to see if this will have a positive impact; not necessarily on criminal behavior but more about how we can give them help and the follow up.

13. Adjourn Meeting:

DORFF/ McCOY moved to adjourn. Motion passed without a negative vote.

Supervisor Tom Lund adjourned the meeting at 6:39 pm.

Next Meeting: Thursday, April 8, 2021 at 6:00 pm.

Respectfully Submitted,
Catherine Foss
Office Manager